

United States Department of Agriculture



Natural Resources Conservation Service
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*Helping People
Help the Land*

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Transmitted via Email

August 19, 2007

MINNESOTA BULLETIN NO. 250-08-19

SUBJECT: FNM – FY08 Year-End Procedures

Purpose: This message outlines the cut-off dates and procedures for all fiscal year-end closeout activities.

Expiration Date. September 30, 2008.

Please review the attached FY08 Year-End Closeout Procedures and follow the instructions provided for Government Purchase Cards (GPC), Travel Vouchers, Contract/Agreement Payments, Miscellaneous Vendor Payments, and Employee Reimbursements.

Questions should be directed to Bryan Welp, Budget Officer at (651) 602-7860 or bryan.welp@mn.usda.gov.

//signed//

WILLIAM HUNT
State Conservationist

Attachments:

1. FY08 Year-End Closeout Procedures
2. FY08 Year-End GPC Transactions
3. FY08 GPC Reconciliation Letter

DIST: AE